

## City of Fort Worth, Fort Worth Library

### **VOLUNTEER DRESS CODE**

#### **Professional Dress Policy**

The values of the City of Fort Worth include delivering quality service, being worthy of trust, and demonstrating mutual respect. Employees' appearance can impact citizens' perception of the City relative to those values. Therefore, this policy has been developed to promote those values and enhance the image of the City, while allowing appropriate casual dress.

This policy establishes **"business casual"** attire as the foundation of the City's professional dress policy. In other words, on normal business days, employees are allowed to wear "business casual" attire. As required by a specific assignment or by the job duties, employees will dress more formally, wearing "business attire" clothing.

#### **Volunteer Guidelines**

Volunteers represent the City of Fort Worth and the Fort Worth Library; therefore their attire must reflect the City's dress policy.

Business casual provides employees/volunteers an opportunity to dress more informally while maintaining a professional appearance. Volunteers may wear some casual clothing that is not normally considered "business casual" with the approval of their Unit Supervisor (i.e. school t-shirts, jeans, and Capri pants).

#### **Appropriate Dress:**

- Slacks (twill, khaki pants)
- Neat jeans and/or athletic shoes
- Collared button-up or polo-style shirts
- Dresses and skirts at or below knee
- School t-shirts, jackets and uniforms
- Capri pants or long shorts at or below the knee, as approved by Supervisor

#### **Inappropriate Dress:**

- Clothing with large slogans, emblems, bad language or negative images/advertising (alcohol, etc).
- Open-toed sandals, flip flops, hiking boots
- Sweat suits (shirts or pants)
- Poorly fit clothing (too tight or baggy)
- Clothing not properly laundered or in poor condition (large tears or holes)
- Facial piercing
- Shorts and skirts above the knee
- Sun dresses, halter tops
- Overalls
- Provocative/revealing attire

**Specific situations and dress may be reviewed at the discretion of the Unit Supervisor.**

## City of Fort Worth, Fort Worth Library

**VOLUNTEER COMMITMENT**

*Fort Worth Library depends on volunteers every day. As part of the Library team, volunteers make a commitment to Library policies, including:*

**Library Mission**

The Fort Worth Library's mission is to welcome and support all people in their enjoyment of reading and recreational materials, and their pursuit of learning and information.

**Purpose of the Volunteer Program**

The volunteer program helps Library staff provide quality services to all Library customers. Volunteers are to compliment and assist the staff.

**Volunteer Requirements & Responsibilities****DO**

- Complete all Volunteer Forms
- Maintain the confidentiality of Library customers
- Provide normal care and operation of equipment, facilities and Library materials
- Comply with the Library Dress Code
- Arrive at assigned shifts ready to complete assigned task(s)
- Notify your Supervisor when you will be late or absent from an assigned shift
- Wear a volunteer name badge during your shift
- Be dependable and willing to complete assigned tasks

**DO NOT**

- Disclose confidential information
- Assume tasks outside your assigned duties
- Report for your duties under the influence of alcohol or drugs
- Discuss problems or make criticisms in front of Library customers or citizens
- Eat, drink or chew gum while working in the public service areas
- Do personal work during your shift
- Engage in any disruptive behavior such as personal visits, phone use, or leaving your work area without permission

**I understand the responsibilities and requirements listed above, and will commit to a professional representation of the Library and the City of Fort Worth.**

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Volunteer Signature

Date

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Name (Please Print)

Branch/Unit Where Assigned